

**UNITED STATES COURT OF APPEALS
FOR THE FIRST CIRCUIT**

CHAMBERS ASSISTANT/READER

Job Announcement: #15-16

Position Type: Chambers Assistant/Reader

Term: Full-time 8-10 weeks

Location: Providence, RI

Salary: JSP 7 (Step 1) - JSP 9 (Step 4) (\$43,258 - \$58,204)
Depending on qualifications and experience

Closing Date: May 22, 2015 **Starting Date:** June 1, 2015

Position Overview:

The reader reads legal material and case-related items to a visually impaired judicial officer; ensures that chambers staff and chambers facilities suitably address the needs of the judicial officer; and assists in the preparation of materials for a variety of tasks at the judicial officer's direction.

Duties and Responsibilities:

Reads aloud to the judicial officer from newspapers, memoranda, general correspondence, briefs and other legal materials in connection with preparation for court arguments and opinion writing; prepares materials for review by the judicial officer by enlarging or summarizing; assists the judicial officer in preparing materials for meetings, conferences and court proceedings; assists in administrative and organizational tasks in chambers to ensure compatibility with judicial officer's needs; receives, screens and routes incoming mail to appropriate destinations; evaluates need for enlargement of mail addressed to judicial officer and enlarges mail where necessary; receives, prioritizes and routes all incoming and case-related materials to appropriate individuals within the court; proofreads documents for accuracy and performs cite checks; coordinates general activities in the immediate office, including arrange for equipment maintenance and ordering supplies; serves as liaison to judicial officer's chambers and court support units, including the Circuit Executive's office, GSA and the U.S. Marshals Services; acts as Secretariat for meetings, prepares agenda and materials for judicial officer; takes notes of proceedings and drafts and distributes minutes; performs other duties as assigned.

Minimum Qualifications:

A minimum of two (2) years of progressively responsible general clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized Qualifications:

Two (2) - Four (4) years of progressively responsible clerical or administrative experience in a legal setting gained after completion of two years of general experience. The position requires proficiency in computer

applications, e.g., MS Word, Excel and other computer skills; excellent oral, reading and writing skills; skill in summarizing legal and non-legal material and ability to maintain confidentiality and to interact with a wide variety of people.

Educational Substitutions:

Education in a college, university or secretarial school of recognized standing may be substituted for a maximum of one (1) year of general experience on the basis of 30 semester (45 quarter) hours equals nine months of experience.

A bachelor's degree from a college or university of recognized standing may be substituted for two (2) years of general experience. Preferable, such degree should have included courses in law, government, public or business administration or related fields.

Education in a legal or paralegal curriculum may be substituted for a maximum of two (2) years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one (1) year of experience.

Benefits:

Due to the nature of this appointment, benefits are not available.

Background Check:

The successful candidate is subject to a background check or investigation, which includes an FBI fingerprint check as a condition of employment. Employee retention depends upon a favorable suitability determination.

How to Apply:

Submit a cover letter of interest, resume and a completed Application for Federal Judicial Branch Employment (AO 78) available at the court's website www.cal.uscourts.gov to:

Mary Sampson, Judicial Assistant
U.S. Court of Appeals for the First Circuit
316 Federal Building and U.S. Courthouse
One Exchange Terrace
Providence, RI 02903-1755

Additional Conditions of Employment:

An applicant must be a United States citizen or permanently eligible to work in the United States. The Federal Financial Management Reform Act requires direct deposit of federal wages. All court employees are required to adhere to a Code of Conduct. All Court of Appeals employees are "at will" employees and serve at the pleasure of the Court. The U.S. Court of Appeals will only communicate with those qualified individuals who will be invited for an interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. If a subsequent vacancy of the same or similar characteristics to this position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.

EQUAL OPPORTUNITY EMPLOYER